Checklist for students starting a VA rotation

(All items should be completed as soon as possible and no later than 2 weeks prior to the start of the rotation. If you are not able to complete all items 2 weeks before the rotation, you may need to delay or change your rotation site.)

Check when complete	Item	Send completed forms or certificates of completion to VAMC clerkship coordinator **
	VA Trainee Registration Form (See: "Application for Trainees" file under "Before You Arrive" on clerkship website)	X
	Fingerprinting at the DC VAMC OR VA Central Office*: Washington DC VA Medical Center HR Security Office (just off atrium, main floor) 50 Irving Street, NW Washington, DC 20422 Walk-in hours 7:00am – 7:45am M-F or by scheduling an appointment at www.va-piv.com VA Central Office 810 Vermont Ave NW, room B11 Washington, DC 20571 Walk-in hours 8:00am – 3:00pm M-F (closed for lunch 12-1pm) Phone: 202-461-5399. When using this location please provide them the following codes: SOI#: VAG1 and SON# 1468 *Both sites closed on federal holidays*	
	Mandatory online training See: "**TMS Registration**" file for instructions under "Before You Arrive" on the clerkship website VHA Mandatory Training for Trainees OR VHA Mandatory Training for Trainees, Refresher (If you have already taken the VA Mandatory Training course before	X

**send documents to Mr. Woodrow Thompson, clerkship coordinator, Woodrow.Thompson@va.gov ; Fax: 202-745-8184